



ABQ Museum Job Opportunity: Maintenance and Events

Updated 5/1/2021

The Albuquerque Museum's maintenance team is seeking friendly, helpful and customer-focused team members to serve as event staff at the Albuquerque Museum.

Event staff report to the Maintenance Supervisor and are part of the maintenance staff.

Duties may include, but are not limited to:

- Set-up and break down meeting rooms, ballrooms, exhibit halls, classrooms, and other rooms required for facility rentals and special events;
- Provide assistance to rental clients, visitors and staff
- Perform cleaning and routine maintenance of the Albuquerque Museum including general custodial tasks
- Maintain a clean facility, both indoor and outdoor
- Work weekends, occasional evenings, and some holidays
- Interact with a large number of guests while maintaining a professional, calm demeanor

Successful candidates:

- Have outgoing personalities and enjoy working with the public
- Take pride in their ability to clean and make the Albuquerque Museum look and smell fabulous
- Are proud to share their knowledge of the Albuquerque Museum
- Are friendly, organized, and punctual
- Have experience in custodial work
- Can perform all types of custodial and routine building maintenance tasks
- Can operate a variety of custodial equipment in a safe and effective manner
- Learn to work independently in the absence of supervision
- Must be a team player with a strong work ethic

Preferred qualifications

Candidates must be 18 years or older and have basic computer proficiency. Event staff must be physically able to lift or move up to 65 pounds. Candidates must pass a security background check to be hired.

Work schedule:

Full-time positions available. Most positions require weekend work. Shifts vary, with a one hour lunch. Some shifts will include evening hours occasionally.

Pay rate:

\$11.50 per hour. Candidates are employed through a staffing agency, not the City of Albuquerque.

To apply:

Please e-mail a cover letter, résumé and contact information for three references to Julie Valdez, Facility Rental Coordinator, julievaldez@cabq.gov. All materials must be received by 9 a.m. on Friday, May 7, 2021.